

ENTERPRISE FUND – BRISTOL WATER DEPARTMENT

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Program Summary

The Enterprise Fund is used to account for the operations of the Bristol Water Department. These operations are financed and operated in a manner similar to that of a private business enterprise where the intent is that all the costs, including depreciation, related to the provision of goods and services to the general public on a continuing basis, be financed or recovered primarily through user charges.

This fund is operated under the provision of Sections 25 and 48 of the City Charter.

The Bristol Water Department is a municipal department of the City of Bristol and is governed by a Board of Water Commissioners appointed by the Mayor and approved by the City Council.

Accounting duties, custody of monies received for water consumption or otherwise, the collection of bills, and the payment of bills incurred in the operation of said Water Department, shall be entrusted to the Board of Water Commissioners and shall be executed with the assistance and in accordance with the City Comptroller.

The Board of Water Commissioners shall adopt regulations:

1. For the use and protection of the water system and facilities;
2. To control the use of its land, water plant and facilities;
3. To prevent accidents and promote safety among its employees and for the use of said water plant;
4. For the planting, management, safeguarding and harvesting of trees on Water Department properties;
5. Relating to the operation of said water plant;
6. As to the methods, amounts, prices, quantity and quality of water supply to individual users;
7. Limitations on water usage in the event of periods of droughts or other emergencies and;

The Board of Water Commissioners shall govern the supply of water to all City residents and may prescribe rules for the shut off of water supply in cases of non-payment, until payment arrangements are made, and may provide by such rules, penalties for default in payment of water charges, which penalties shall be in addition to the water charges and shall be collectible as a part thereof.

The Bristol Water Department encourages public participation and input into decisions that may affect the quality of water. Meetings of the Board of Water Commissioners are usually held on the third Tuesday of every month at the Water Treatment Plant located at 1080 Terryville Avenue in Bristol at 6:30 p.m.

Enterprise Fund - (continued)

The primary sources of supply for the Bristol Water Department are six reservoirs. These reservoirs are located in Bristol, Burlington, Harwinton and Plymouth. The water from these reservoirs is gravity fed to the water treatment plant on Terryville Avenue where it is sampled, tested, treated and filtered prior to entering the water distribution system. These surface water sources are supplemented by groundwater from five wells located on Barlow Street, Mechanic Street, and Mix Street in Bristol. The well water is naturally purified as it is filtered through the soil; however it is still sampled, tested, and treated at each well location. The watershed area surrounding the six reservoirs is protected forestland and comprises over 4,000 acres.

For more information visit the Bristol Water Department website at www.bristolwaterdept.org.

Fiscal Year 2016 Major Service Level Accomplishments

- The Bristol Water Department completed the demolition of the Grove Street Water Storage Tank #1. The tank was originally constructed in 1904 and raised 10 feet higher in the early 1960's bringing the tank capacity to 225,000 gallons. The 1904 construction consisted of riveted steel panels and recent inspections indicated deterioration of the internal rivets. The tank was situated on a hill behind houses on Grove Street and Westminster Road. In 1964, Grove Street Water Storage Tank #2 was constructed at the base of the hill with a capacity of 2.5 million gallons and so it was determined that the small storage capacity of Grove Street Water Storage Tank #1 was not needed. The project was funded by a State of Connecticut Low Interest Loan.

Fiscal Year 2017 Major Service Level Goals

- The Department anticipates having the engineering and permitting to construct a new 36" water main along Clark Avenue and Terryville Road completed in 2017 and will begin construction in 2018.

Long Term Goals and Issues

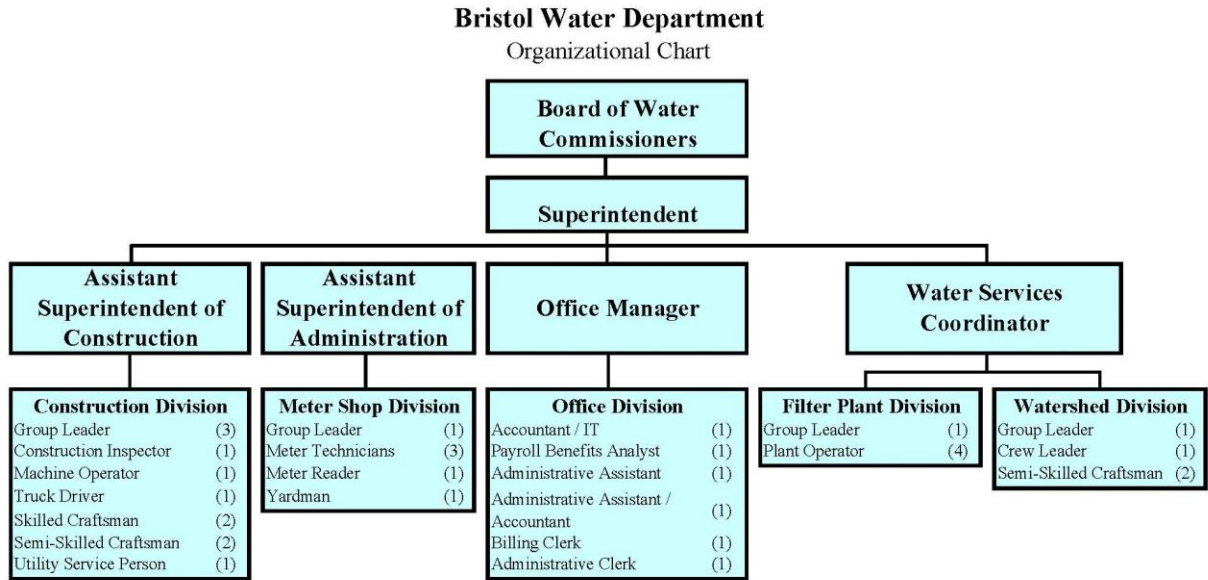
- The primary goal of the Bristol Water Department has always been and will always be to provide the highest quality water possible to our customers at a low cost. Continuing the ongoing effort to reduce expenses through automation assists the department in meeting some of the cost aspects of this goal. The department's 10 year CIP will assist in improving water quality through the rehabilitation of water storage tanks on DeWitt Drive, Old Wolcott Road, Grove Street and Princeton Drive. The Bristol Water Department is also currently working on plans to replace a chemical feed building at the Mix Street Wellfield and anticipates the work to be completed in the next 5 years. This project will reduce chemical and electrical costs while eliminating an existing chlorine gas disinfection system

Expenditure and Position Summary

	2015 Actual	2016 Estimated	2017 Budget
Salary Expenditures	\$2,014,299	2,206,129	2,260,591
Full time Positions	37	37	37

Enterprise Fund - Bristol Water Department (continued)

Organizational Chart



Board of Water Commissioners

Robert Badal
Elizabeth Phelan
Jon Fitzgerald
James Brown

Term Expiration

12/2016
12/2016
12/2016
12/2016



The Grove Street Water Storage Tank was demolished in July 2015.

**Program Summaries-
Enterprise Fund**

Enterprise Fund - Bristol Water Department (continued)

Financial Statement

**CITY OF BRISTOL, CONNECTICUT
BRISTOL WATER DEPARTMENT**

***Statement of Revenues, Expenses and Changes in Retained Earnings/Fund Balance
(thousands)***

CITY OF BRISTOL, CONNECTICUT

	Actual	Actual	Actual	Actual	Actual
	<u>6/30/2015</u>	<u>6/30/2014</u>	<u>6/30/2013</u>	<u>6/30/2012</u>	<u>6/30/2011</u>
Operating revenues:					
Charges for services	\$6,973	\$6,855	\$6,866	\$6,583	\$6,097
Miscellaneous	<u>372</u>	<u>352</u>	<u>393</u>	<u>255</u>	<u>230</u>
Total operating revenues	<u>\$7,345</u>	<u>\$7,207</u>	<u>\$7,259</u>	<u>\$6,838</u>	<u>\$6,327</u>
Operating expenses:					
Source of supply	\$232	\$205	\$179	\$194	\$18
Pumping	270	295	307	291	329
Purification	962	1,027	1,047	1,127	1,023
Transmission and distribution	1,854	1,592	2,007	1,837	1,580
Customer accounts, administrative and general	2,192	2,148	1,967	2,031	2,129
Depreciation	1,008	945	1,060	860	843
Taxes other than income taxes	507	423	437	281	355
Loss on disposal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total operating expenses	<u>\$7,025</u>	<u>\$6,635</u>	<u>\$7,004</u>	<u>\$6,621</u>	<u>\$6,277</u>
Operating income (Loss)	<u>\$320</u>	<u>\$572</u>	<u>\$255</u>	<u>\$217</u>	<u>\$50</u>
Nonoperating revenue (expenses):					
Reimbursement from other funds					
Interest Income	(\$101)	\$674	\$405	(\$329)	\$949
Interest expense	(135)	(269)	(52)	(141)	(247)
Loss on disposal			(6)	(7)	
Amortization of debt discount and expense	<u>(8)</u>	<u>(5)</u>	<u>(4)</u>	<u>(6)</u>	<u>(5)</u>
Total nonoperating revenues (expenses)	<u>(\$244)</u>	<u>\$400</u>	<u>\$343</u>	<u>(\$483)</u>	<u>\$697</u>
Net Income (loss)	\$780	\$1,000	\$623	(\$239)	\$755
Retained earnings/fund balance, July 1	<u>26,404</u>	<u>25,404</u>	<u>24,781</u>	<u>25,020</u>	<u>24,265</u>
Retained earnings/fund balance, June 30	<u>\$27,184</u>	<u>\$26,404</u>	<u>\$25,404</u>	<u>\$24,781</u>	<u>\$25,020</u>

**Program Summaries-
Enterprise Fund**

Enterprise Fund - Bristol Water Department (continued)

Budget Highlights

CITY OF BRISTOL, CONNECTICUT BRISTOL WATER DEPARTMENT BUDGET SUMMARY					
REVENUE ESTIMATE SUMMARY 2016-2017					
	ACTUAL RECEIVED 2014-2015	AMENDED BUDGET 2015-2016	CURRENT YR REVISED EST. 2015-2016	PROPOSED REVENUES 2016-2017	JOINT BOARD APPROVED 2016-2017
ACCOUNTS RECEIVABLE:					
WATER SALES	\$6,883,802	\$7,255,000	\$7,255,000	\$7,100,000	\$7,100,000
WATER LIENS	12,155	12,000	12,000	12,000	12,000
SERVICE ACCOUNTS	26,194	20,000	20,000	25,000	25,000
SERVICE ACCOUNT LIENS	990	1,500	1,500	1,500	1,500
PENALTIES	61,395	65,000	65,000	65,000	65,000
ASSESSMENTS	26,780	35,000	35,000	35,000	35,000
WPC DEPARTMENT PAYMENTS	41,625	60,500	60,500	60,500	60,500
CELL TOWER LEASE	129,290	125,676	125,676	130,000	130,000
LAND LEASE	32,506	32,506	32,506	32,506	32,506
BULK RAW WATER	2,100	2,100	2,100	2,100	2,100
FINES	30,000	38,000	30,000	30,000	30,000
SEWER ACCOUNT LIENS	3,602	2,000	3,800	3,800	3,800
SUNDRY ACCOUNTS	13,400	15,000	15,000	15,000	15,000
CLOSING COSTS	31,450	30,000	35,000	35,000	35,000
SCRAP METAL SALES	2	3,000	3,000	3,000	3,000
FORESTRY PROGRAM	75,273	50,000	50,000	50,000	50,000
WATER SERVICE REINSTATEMENT	31,170	30,000	32,000	32,000	32,000
REMOVE METER	6,750	10,000	7,000	7,000	7,000
TOTAL REVENUES	\$7,408,484	\$7,787,282	\$7,785,082	\$7,639,406	\$7,639,406
EXPENSE ESTIMATE SUMMARY 2016-2017					
	PRIOR YEAR EXPENDED 2014-2015	AMENDED BUDGET 2015-2016	CURRENT YR REVISED EST. 2015-2016	PROPOSED EXPENDITURES 2016-2017	JOINT BOARD APPROVED 2016-2017
EXPENSE BY TYPE					
SALARY	\$2,014,299	\$2,206,129	\$2,206,129	\$2,260,591	\$2,260,591
FRINGE BENEFITS	1,249,217	1,569,731	1,300,000	1,375,647	1,375,647
OPERATING SERVICES	2,347,174	2,294,936	2,254,202	2,300,277	2,300,277
SUPPLIES & MATERIALS	810,285	897,074	831,816	891,152	891,152
CAPITAL OUTLAY	161,335	819,412	819,412	1,105,634	1,105,634
TOTAL EXPENSES	\$6,582,310	\$7,787,282	\$7,411,559	\$7,933,301	\$7,933,301
BUDGET SURPLUS (DEFICIT)	\$826,174	\$0	\$373,523	(\$293,895)	(\$293,895)

**Program Summaries-
Enterprise Fund**

Enterprise Fund - Bristol Water Department (continued)

CITY OF BRISTOL, CONNECTICUT BRISTOL WATER DEPARTMENT SALARY ANALYSIS - 2016-2017							
LABOR				DESCRIPTION	2015-2016	2016-2017	2016-2017
UNIT	GRADE	STEP	NO OF POS		APPROVED BUDGET	DEPT REQUEST	JOINT BOARD APPROVED
NB	11	6	1	SUPERINTENDENT	\$116,366	\$118,577	\$118,577
BPSA	8	6	1	ASST SUPERINTENDENT-CONSTR/MAINT	89,654	91,571	91,571
BPSA	8	6	1	ASST SUPT- ADMINISTRATION	89,654	91,571	91,571
BPSA	7	6	1	WATER TREATMENT PLANT SUPERVISOR	79,083	80,790	80,790
BPSA	6	6	1	OFFICE MANAGER	60,128	66,053	66,053
CONSTRUCTION & MAINTENANCE:							
L1338	9	3	3	GROUP LEADERS	164,174	167,937	167,937
L1338	7	3	3	SKILLED CRAFTSMAN	148,574	151,965	151,965
L1338	6	3	3	SEMI-SKILLED CRAFTSMAN	93,558	95,714	95,714
L1338	8	3	1	BACKHOE OPERATOR	52,104	53,307	53,307
L1338	7	3	1	TRUCK DRIVER	49,525	50,655	50,655
L1338	6	3	1	WATER UTILITY SERVICE PERSON	46,779	47,857	47,857
				OVERTIME	46,825	47,715	47,715
METER SHOP:							
L1338	9	3	1	GROUP LEADER/CROSS CONN. CNTRL. INSP.	56,285	57,566	57,566
L1338	7	3	1	CROSS CONN CONTROL/METER TECH	49,525	50,655	50,655
L1338	7	3	2	METER TECHNICIANS	99,050	101,310	101,310
L1338	4	3	1	METER READER	44,200	45,205	45,205
L1338	6	3	1	YARDMAN	46,779	47,857	47,857
				OVERTIME	15,380	15,672	15,672
*WATER TREATMENT PLANT: (24/HR/DAY WK)							
L1338	10	3	1	GROUP LEADER	80,429	82,253	82,253
L1338	8	3	1	PLANT OPERATORS	57,990	59,320	59,320
L1338	6	3	3	PLANT OPERATORS(W/SHIFT DIFF)	199,102	204,231	204,231
L1338				OVERTIME	49,680	50,624	50,624
WATERSHED:							
L1338	9	3	1	GROUP LEADER	54,725	55,980	55,980
L1338	8	3	1	CREW LEADER	52,104	53,307	53,307
L1338	6	3	2	SEMI-SK CRAFTSMAN	93,558	95,714	95,714
				OVERTIME	10,895	11,102	11,102
OFFICE:							
L233	9	3	1	ACCOUNTANT	52,416	53,616	53,616
L233	6	3	1	PAYROLL BENEFITS ANALYST	42,432	43,398	43,398
L233	5	3	1	SENIOR ADMINISTRATIVE ASSISTANT	39,741	40,657	40,657
L233	5	3	1	BILLING ANALYST	39,741	40,657	40,657
L233	5	3	1	ADMINISTRATIVE CLERK/METER SHOP	39,741	40,657	40,657
L233	6	3	1	ADMINISTRATIVE CLERK/SERVICE BILLING	42,432	43,398	43,398
L233				OVERTIME	3,500	3,700	3,700
			38	TOTAL SALARIES	\$2,206,129	\$2,260,591	\$2,260,591

**Program Summaries-
Enterprise Fund**

Enterprise Fund - Bristol Water Department (continued)

CITY OF BRISTOL, CONNECTICUT BRISTOL WATER DEPARTMENT OPERATING SERVICES, FRINGE BENEFITS, & SUPPLIES DETAIL 2016-2017 BUDGET					
<i>ENTERPRISE FUND</i>					
OBJECT CLASSIFICATION	PRIOR YEAR EXPENDED 2014-2015	AMENDED BUDGET 2015-2016	CURRENT YEAR ESTIMATE 2015-2016	PROPOSED BUDGET 2016-2017	JOINT BOARD APPROVED 2016-2017
FRINGE BENEFITS:					
FRINGE BENEFITS	\$1,249,217	\$1,569,731	\$1,300,000	\$1,375,647	\$1,375,647
TOTAL FRINGE BENEFITS	\$1,249,217	\$1,569,731	\$1,300,000	\$1,375,647	\$1,375,647
OPERATING SERVICES:					
LIGHT AND POWER	362,242	360,425	360,425	360,425	360,425
TELEPHONE	15,684	27,700	23,900	23,485	23,485
POSTAGE	42,050	49,738	46,999	51,195	51,195
ADVERTISING	3,366	16,000	16,000	9,350	9,350
MAINTENANCE/REPAIRS	46,837	57,750	45,000	59,641	59,641
LEASE	9,443	10,685	11,900	11,631	11,631
CONFERENCES AND MEMBERSHIPS	14,295	12,030	12,030	19,030	19,030
TAXES	475,291	476,860	476,000	485,003	485,003
PROFESSIONAL SERVICES	76,605	103,620	97,000	103,620	103,620
LIENS	6,750	6,300	6,300	6,300	6,300
MISCELLANEOUS	3,518	6,570	6,570	6,570	6,570
CONTRACTOR SERVICES	379,815	287,275	242,033	287,275	287,275
DEBT SERVICE	647,525	619,183	649,245	615,952	615,952
SEWER USER FEE	8,100	10,800	10,800	10,800	10,800
NEW BRITAIN AGREEMENT	255,652	250,000	250,000	250,000	250,000
TOTAL OPERATING SERVICES	\$2,347,173	\$2,294,936	\$2,254,202	\$2,300,277	\$2,300,277
SUPPLIES AND MATERIALS DETAIL:					
MOTOR VEHICLE FUELS	56,119	44,000	45,000	38,245	38,245
OFFICE SUPPLIES	27,467	24,000	27,000	27,135	27,135
MAINTENANCE SUPPLIES & MATERIALS	312,328	333,100	333,100	338,100	338,100
MV PARTS & SUPPLIES	12,905	15,150	11,000	15,150	15,150
MV SERVICE & REPAIR	26,872	40,000	35,000	35,000	35,000
HEATING FUELS	67,199	51,349	70,663	48,047	48,047
CHEMICAL TREATMENT	169,085	210,000	170,000	210,000	210,000
MISCELLANEOUS	1,409	5,000	5,000	5,000	5,000
INSURANCE	136,901	174,475	135,053	174,475	174,475
TOTAL SUPPLIES	\$810,285	\$897,074	\$831,816	\$891,152	\$891,152



**Program Summaries-
Enterprise Fund**

Bristol Water Department Reservoir in the Town of Plymouth.

Enterprise Fund - Bristol Water Department (continued)

CITY OF BRISTOL, CONNECTICUT BRISTOL WATER DEPARTMENT CAPITAL OUTLAY/EQUIPMENT REQUEST 2016-2017					
QTY	DESCRIPTION OF EQUIPMENT	ESTIMATED GROSS COST	ESTIMATED TRADE-IN	BUDGET REQUEST 2016-2017	JOINT BOARD APPROVED 2016-2017
I. CAPITAL EQUIPMENT:					
1	FREIGHTLINER TRUCK	\$150,000		\$150,000	\$150,000
1	CHEVY 2500	\$55,000		\$55,000	\$55,000
TOTAL CAPITAL EQUIPMENT:		\$205,000	\$0	\$205,000	\$205,000
II. UTILITY ASSETS:					
3	SWEEPERS	\$1,710		\$1,710	\$1,710
1	DEMOLITION SAW	\$895		\$895	\$895
2	2" ELECTRIC PUMPS	\$1,560		\$1,560	\$1,560
1	B-101 TAP MACHINE	\$3,117		\$3,117	\$3,117
1	5' VERTICAL SHORING SYSTEM	\$2,600		\$2,600	\$2,600
2	INSERTION VALVES 8"	\$22,000		\$22,000	\$22,000
TOTAL UTILITY ASSETS- DISTRIBUTION SYSTEM SE		\$31,882	\$0	\$31,882	\$31,882
METER SHOP SECTION:					
650	5/8 METERS @ 79.50	\$51,675		\$51,675	\$51,675
200	TRANSMITTERS @ 91.25	\$18,250		\$18,250	\$18,250
1	REPLACE HEAT PUMP RTU-REVERSIDE	\$12,400		\$12,400	\$12,400
2	6' PROTECTUS	\$36,000		\$36,000	\$36,000
1	SCHONSTEDT MODEL GA-52CX	\$2,200		\$2,200	\$2,200
10	1" T-10 METER	\$2,286		\$2,286	\$2,286
5	2" T-10 METER	\$2,625		\$2,625	\$2,625
10	3/4" T-10 METER	\$3,200		\$3,200	\$3,200
5	1 1/2" T-10 METER	\$2,000		\$2,000	\$2,000
1	CE HAND HELD READER	\$6,000		\$6,000	\$6,000
1	6" DETECTOR CHECK	\$7,000		\$7,000	\$7,000
	MISC TOOLS	\$5,000		\$5,000	\$5,000
TOTAL UTILITY ASSETS- METER SHOP		\$148,636	\$0	\$148,636	\$148,636
WATER TREATMENT PLANT SECTION:					
1	RAW WATER PUMP	\$36,300		\$36,300	\$36,300
	REBUILD HILL ST PUMP	\$20,000		\$20,000	\$20,000
	REBUILD HIGH SERVICE PUMP	\$20,000		\$20,000	\$20,000
	LAB EQUIPMENT	\$5,000		\$5,000	\$5,000
	MISC TOOLS	\$4,000		\$4,000	\$4,000
TOTAL UTILITY ASSETS-WATER TREATMENT PLANT		\$85,300	\$0	\$85,300	\$85,300
WATERSHED SECTION:					
1	GRAVILY 260 MOWER	\$10,019		\$10,019	\$10,019
	GAME CAMERAS	\$4,000		\$4,000	\$4,000
1	TRACK CHIPPER WINCH	\$700		\$700	\$700
1	HAND HELD LEAVE SUCKER	\$350		\$350	\$350
1	AIR IMPACK GUN	\$300		\$300	\$300
1	ECHO WEED WACKER	\$350		\$350	\$350
TOTAL UTILITY ASSETS- WATERSHED SECTION		\$15,719	\$0	\$15,719	\$15,719
OFFICE SECTION					
	TELEPHONE SYSTEM	\$10,000		\$10,000	\$10,000
3	SERVERS	\$30,000		\$30,000	\$30,000
5	UPS/BATTERY BACKUP	\$1,500		\$1,500	\$1,500
TOTAL UTILITY ASSETS- OFFICE SECTION		\$41,500	\$0	\$41,500	\$41,500
TOTAL UTILITY ASSETS		\$323,037	\$0	\$323,037	\$323,037
III. CAPITAL PROJECTS:					
	WATER MAIN REPLACEMENTS	\$233,722		\$233,722	\$233,722
	HYDRANT REPLACEMENTS	\$75,000		\$75,000	\$75,000
	REDEVELOPMENT OF MECHANIC ST	\$19,875		\$19,875	\$19,875
	DEMOLITION OF MARSH RD PUMP HOUSE	\$60,000		\$60,000	\$60,000
	DEMOLISH/MOVE MECHANIC ST HOUSE	\$60,000		\$60,000	\$60,000
	ROOF-MECHANIC ST CHEMICAL BUILDING	\$29,000		\$29,000	\$29,000
	RESERVOIR DAM REPAIRS & MONITORING	\$100,000		\$100,000	\$100,000
TOTAL CAPITAL PROJECTS		\$577,597	\$0	\$577,597	\$577,597
TOTAL CAPITAL OUTLAY		\$1,105,634	\$0	\$1,105,634	\$1,105,634